

**ECONOMIC TARGET AREA APPLICATION FORM  
ECONOMIC DEVELOPMENT INCENTIVE PROGRAM**

**General Instructions:**

If the proposed ETA is located in more than one municipality, the municipalities should file one joint application. One project leader should be appointed as a contact person. The questions on the application should be answered jointly (i.e. statistical information should be averaged, goals and plans should be developed jointly), except where specifically requested to provide separate answers.

All application forms and materials should be typed and submitted on 8½ x 11 inch paper. The pages should be indexed and numbered. Pages 1-3 should be typed onto the original application form. Please submit two (2) copies of the completed application form and two (2) copies of all other required application materials to George K. Mazareas, Director of Economic Assistance, Massachusetts Economic Assistance Coordinating Council, Massachusetts Office of Business Development, 10 Park Plaza, Suite 3720, Boston, MA 02116.

**APPLICANT INFORMATION**

1. Name of each municipality completing this application.
  
- 2a. Contact person for each municipality completing this application:  
Please provide the name, title, municipality, address, telephone number, and fax number for the contact person from each municipality.
  
- 2b. If more than one municipality is completing this application, please designate one contact person as the project leader.

Project leader:

Date: \_\_\_\_\_ Applicant(s): \_\_\_\_\_

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**8. Size of land within proposed ETA that is owned by a state agency: . . .**

9. **Brief Summary of Any Special Factors that Should Be Considered in Reviewing the Proposed ETA Designation:**
10. **Brief Summary of the Municipality's Economic Development Goals, its Criteria for Designating EOAs, and Local Resources Available to Support Economic Development in the Proposed EOAs:**

## **PART B: CHARACTERISTICS OF THE PROPOSED ETA**

### **1. Description of project area**

All ETAs must be comprised of either: (1) three or more contiguous census tracts; or (2) one or more contiguous municipalities, in their entirety.

- a. List the municipalities where the proposed ETA will be located.
- b. List the census tracts that comprise the proposed ETA.
- c. Attach a detailed map of the proposed location of the ETA.

### **2. Unemployment Rate**

What was the unemployment rate in the proposed ETA for the most recent twelve month period for which data is available?

- a. If the proposed ETA boundaries are the same as the municipal boundaries, calculate the average unemployment rate for the municipalities from the Massachusetts Department of Employment and Training's Local Area Unemployment Statistics.
- b. If the ETA and municipal boundaries are not the same, provide a weighted average unemployment rate for each municipality within the proposed ETA, using the most recent census data as follows:

**Step 1:** Using Table 18 of the 2000 census data, **add** the number of unemployed people in each census tract of the proposed ETA to determine the total number of unemployed people in the proposed ETA.

Step 1: Total unemployed \_\_\_\_\_

**Step 2:** Using Table 18 of the 2000 census data, **add** the civilian labor force for each census tract of the proposed ETA to determine the total civilian labor force of the proposed ETA.

Step 2: Total civilian labor force\_\_\_\_\_

**Step 3: Divide** the total number of unemployed persons (Step 1) **by** the  
total  
civilian labor force (Step 2)

Step 3: 2000 ETA unemployment rate\_\_\_\_\_

**Step 4:** Using 2000 census data, **identify** the municipal unemployment rate of each municipality where the proposed ETA is located. **Add** the municipal unemployment rates and **divide** by the total number of municipalities to determine the average municipal unemployment rate for 2000.

Step 4: 2000 average municipal unemployment rate

**Step 5: Divide** the 2000 ETA unemployment rate (Step 3) **by** the 2000 average municipal unemployment rate (Step 4).

Step 5: 2000 municipal unemployment ratio \_\_\_\_\_

**Step 6:** Using Massachusetts Department of Employment and Training's Local Area Unemployment Statistics for the most recent four quarters available, **identify** the municipal unemployment rate of each municipality where the proposed ETA is located. **Add** the municipal unemployment rates and **divide** by the total number of municipalities to determine the average municipal unemployment rate.

Step 6: Most recent average municipal unemployment  
rate\_\_\_\_\_

**Step 7: Multiply** the 2000 municipal unemployment ratio (Step 5) **by** the most recent average municipal unemployment rate (Step 6).

Step 7: Most recent unemployment rate of the proposed  
ETA\_\_\_\_\_

### 3. Household Income

- a. Is the proposed ETA located in either:  
\_\_\_\_\_ a metropolitan statistical area ("MSA"); or  
\_\_\_\_\_ a primary metropolitan statistical area ("PMSA")?
- b. Your answers to the following questions should be based on the most recent statistics available from the U.S. Bureau of the Census:
  - (i) If the proposed ETA is in either a MSA or PMSA, indicate the percent

of households in the proposed ETA with household incomes that are below eighty (80) percent of the median household income in the applicable MSA or PMSA. (See Attachment I, Median Household Incomes for Massachusetts MSAs, as determined in the 1989 U.S. Census).

(ii) If the proposed ETA is not located in a MSA or PMSA, provide the percent of households in the proposed ETA with household incomes below eighty (80) percent of the median household income in the Commonwealth. (In 1989, the date of the most recent census statistics, eighty percent of the median household income in the Commonwealth was \$29,561.60).

**4. Poverty Rate**

Based upon the most recent statistics available from the U.S. Bureau of the Census, what is the poverty rate of the proposed ETA?

**5. Cumulative Job Loss**

Please state the cumulative number of jobs in the proposed ETA that were lost as a result of plant closings, permanent layoffs, or military base closings during the four years prior to the date of filing this application.

**6. Distress Factor**

Determine the distress factor of the proposed ETA as follows:

**Step 1: Divide** the municipality's (municipalities') average unemployment rate for the most recent three years **by** the Commonwealth's average unemployment rate for the same period.

Step 1: \_\_\_\_\_

**Step 2: Divide** the Commonwealth's per capita personal income **by** the municipality's per capita personal income. Per capita income should be based on the most recent statistics available from the U. S. Bureau of the Census. (In 1989, the Commonwealth's per capita personal income was \$17,224.)

Step 2: \_\_\_\_\_

**Step 3: Sum** the answers to Step 1 and Step 2.

Step 3: \_\_\_\_\_

**Step 4: Divide** the answer to Step 3 **by** two (2).

Step 4: Distress Factor \_\_\_\_\_

**7. Commercial Vacancy Rate**

What was the commercial vacancy rate of proposed ETA during the twelve (12) months prior to filing this application? Commercial properties are defined as manufacturing, warehouse, retail, Class A and Class B office space and laboratory and research space.

**8. State/Authority Owned Land**

- a. Is the proposed ETA comprised of land owned by a state agency or authority?  
If yes, which agency or authority?
  
- b. If yes, how large is area of land owned by the state agency or authority?  
Please attach a map indicating the location of the land.

## **PART C: ETA IMPLEMENTATION PLAN**

### **1. Existing Economic Conditions**

Describe the existing economic development conditions in the proposed ETA. This narrative description of the economic conditions should go into greater depth than the statistics provided above. This section should include a general description of the economic conditions and it should highlight of the key concerns and challenges of the proposed ETA. The description should also address any relevant sociological, health care, or environmental impediments to economic growth in the proposed ETA.

### **2. Economic Development Goals**

Describe the goals for the first five years in which the ETA would be in effect. How does your local capital plan reinforce your economic development goals?

### **3. Criteria For Designation of Economic Opportunity Areas ("EOAs")**

a. List the criteria that you will use in selecting areas within the proposed ETA for designation as EOAs. The criteria should include both: (1) criteria for designation of EOAs which are specified in the statute and regulations; and (2) criteria which address the specific local economic needs and economic goals for the proposed ETA.

b. If you have already selected areas for designation as EOAs, please list the proposed EOAs and describe how each area meets your criteria. If you have not selected any areas for designation as an EOA, please provide examples of areas within your proposed ETA that would meet your criteria for designation as an EOA.

### **4. Other Local, State, and Federal Resources**

Describe the type and amount of other resources that the municipality is prepared to commit to the development of its proposed EOAs. Examples of other resources include, but are not limited to, infrastructure or road improvements, clean up of contaminated lands, local industrial bond financing, CDBG funds, strategic planning grants, technical assistance, and employment and training programs.

### **5. Private Funds**

Do you have any commitments for private funds to assist in the development of the proposed EOAs? Such private funds may include private donations, matching grants, low-interest loans or loan guarantees. If yes, please provide correspondence or other appropriate documentation as evidence of such support.

**6. Local Business Support for ETA Designation**

Provide appropriate documentation or correspondence from local and regional businesses and business associations, evidencing support for designation.

**7. Staff Commitment**

a. Indicate the level of staffing that you are prepared to commit for the implementation and monitoring of the ETA/EOA program. Please indicate the number of staff that will be assigned to the ETA/EOA program, job titles, the percent of each person's time that will be devoted to the program and a description of each staff person's responsibilities with respect to the ETA/EOA program.

In lieu of, or in addition to staff support, communities can appoint a board of citizens to oversee the implementation of the ETAs and EOAs. Please describe any plans for a local board to oversee implementation. Indicate the number of board members, description of responsibilities and time commitment. If the board has already been appointed, please provide a list of board members.

**8. Municipal Services and Infrastructure in Proposed ETA**

Provide an analysis of the existing municipal services and infrastructure, including roads, water and sewer, police and fire protection in the proposed ETA. Indicate if the existing level of services and infrastructure is adequate to support the anticipated new development in the proposed area. Indicate any changes that will be required to meet the anticipated increased demand, including costs and funding sources available for such changes.

**9. Permit and Approval Processes**

Provide an analysis of the permit and approval processes in the municipality or municipalities where the proposed ETA will be located. Identify all local offices, boards, and commissions that have permitting or approval power. Indicate if there is any coordination among these entities and highlight any aspects of the local permit and approval process that have been or could be changed to expedite the review and approval procedures.

**10. Other statistical or economic data in support of designation of proposed ETA**

You may include additional information in support of your application. Such information may include:



- and
- a. long-term economic trends (e.g. unemployment statistics or plant closings layoffs during the past ten years);
  - b. financial reports and analyses documenting the likely effect of ETA designation on the area, the municipality and the region;
  - c. a financial evaluation of the likely effect of ETA designation on the receipt of local and state tax revenue;
  - d. the anticipated effect of ETA designation on the expansion of permanent employment opportunities in the ETA, the municipality, the region, and the Commonwealth; and
  - e. any special considerations with respect to the proposed ETA.

**PART D: Evaluation and Monitoring Plan**

1. List the benchmarks that you will use to evaluate the progress of economic development activities in the ETA. Include a timeline indicating the date you expect to achieve each benchmark.
2. Who will be responsible for overseeing the progress of economic development activities in the ETA and responsible for ensuring timely achievement of all benchmarks?

